

DEPARTMENT OF HUMAN SERVICES  
DIVISION OF JUVENILE JUSTICE SERVICES  
POLICY AND PROCEDURES

Policy No: 07-04	Effective Date: 12/01/04	Revision Date: 07/31/12
Subject: Medical and Dental Records		

**I. Policy Statement**

Division facilities and programs shall maintain complete, accurate and current medical and dental records on all juveniles in the Division's custody and shall ensure that those records are maintained with appropriate privacy.

**II. Rationale**

The Division has a responsibility to provide for the physical welfare and well-being of juveniles in Division care, and to safeguard the privacy of medical and dental records of such juveniles.

**III. Definitions**

"GRAMA", known as the Government Records Access and Management Act, are the rules for the handling of records released to the public and retained by the Division as identified in UT Code, beginning with Title 63G-2.

**IV. Procedures**

- A. All juveniles who receive services from the Division shall have a medical record and file that is separate from the juvenile's program file.
- B. The medical or dental personnel, or staff who perform the services, shall document all health and dental care services juveniles receive while in the Division's care.
- C. Records shall include any forms, documents or documentation which are required by the program or facility and any forms which are:
  - 1. federal requirements for Title IV-E, and Medicaid Enhancement for juveniles in the Division's care, custody, and control;
  - 2. history of medical services received, either inside or outside of the program, while in care;
  - 3. history of pharmaceuticals and medications received or refused while in care;
  - 4. medical or dental records;
  - 5. health-related screening forms.

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**D. Confidentiality**

1. All medical and dental records maintained by the Division for juveniles in its care shall be confidential and secure and safeguarded from use by unauthorized personnel.
2. Staff shall adhere to the GRAMA guidelines before releasing any medical records or information, and shall go through the designated GRAMA coordinator prior to releasing any information or records; other than those necessary records, which would accompany juveniles transferring to Contracted or other Division programs.
3. Medical and dental records shall be added to the juvenile's permanent file, prior to transferring that file to the State Records Center.


**V. Continuous Renewal**

This policy shall be reviewed every three (3) years to determine its effectiveness and appropriateness. This policy may be reviewed before that time to reflect substantive change.

This policy has been reviewed by the Board of Juvenile Justice Services and is approved upon the signature of the Director.

  
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E. Mark Bezzant, Chair  
Board of Juvenile Justice Services

07/31/12  
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Signature Date

  
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Susan V. Burke, Director  
Division of Juvenile Justice Services

07/31/12  
\_\_\_\_\_  
Signature Date